OPNAV Tasker Skills

EXEC SEC INDOC FOR AO's
POC CAPT Morales (703) 692-7675

OBJECTIVES

- EXEC SEC
  - POC info
  - Mission
  - DNS organization
- Tasker basics
  - Tasker origination
  - Tasking package preparation
  - OPNAV writing guide
  - TV3 intro – more training to follow
  - Package impediments

EXEC SEC Organization

<u>EXECUTIVE SECRETARIAT:</u>

CAPT Morales, 4E438, 692-7675

<u>Central Tracking and Tasking Authority (CTTA):</u>

YNC(SW/AW) Sasser, 4E459, 692-5299

EXEC SEC Mission

EXEC SEC serves as the lead office, within OPNAV, for ensuring effective tasking and tracking of actions assigned to OPNAV Principle Officials and their staffs.

As the primary assignments and control office for the OPNAV Staff, EXEC SEC provides the CNO, VCNO, OPNAV Staff and other key decision makers with precise and timely information management.

DNS Organization

DIRECTOR, NAVY STAFF

DEPUTY DIRECTOR, NAVY STAFF

EXECUTIVE ASSISTANT

STAFF OFFICES

DNS-F Director of Field Support
SES
DNS-H Director of Naval History
SES
DNS-C CNO Command Master Chief
DNS-E EEO/EO Advisor

EXECUTIVE SECRETARIAT

EXEC SEC

Central Tracking and Tasking Authority (CTTA)

OPNAV Action Officer Training

EXECUTIVE DECISION MANAGEMENT OFFICE

DNS-1

DNS-11 EDM Group Leader
DNS-12 EDM Group Leader
DNS-13 EDM Group Leader
DNS-14 EDM Group Leader

OPNAV COMMAND INFORMATION OFFICE

DNS-2

DNS-21 Strategic Business Initiatives Branch
DNS-22 Enterprise Programs & Applications and Records Management Branch
DNS-23 COOP Branch
DNS-24 IM/IT Policy Branch

DIRECTOR OF MANAGEMENT

DNS-3

DNS-3H Assistant for Project Handclasp
DNS-31 OPNAV Services Branch
DNS-32 Headquarters Organization Branch
DNS-33 Shore & Fleet Organization Branch
DNS-34 OPNAV Manpower Branch
DNS-35 Audit Liaison/MCP Branch
DNS-36 DON PA/FOIA/IG Liaison Branch
DNS-37 Navy Awards Branch
DNS-38 OPNAV Security Branch

Tasker Origination

External: Organizations outside OPNAV, i.e. DoD (snowflakes), Joint Chiefs of Staff, Service Chiefs, conferences, meetings, conversations, etc.

Internal: OPNAV, CNO, other N Codes, conferences, meetings, conversations, trip reports, etc.

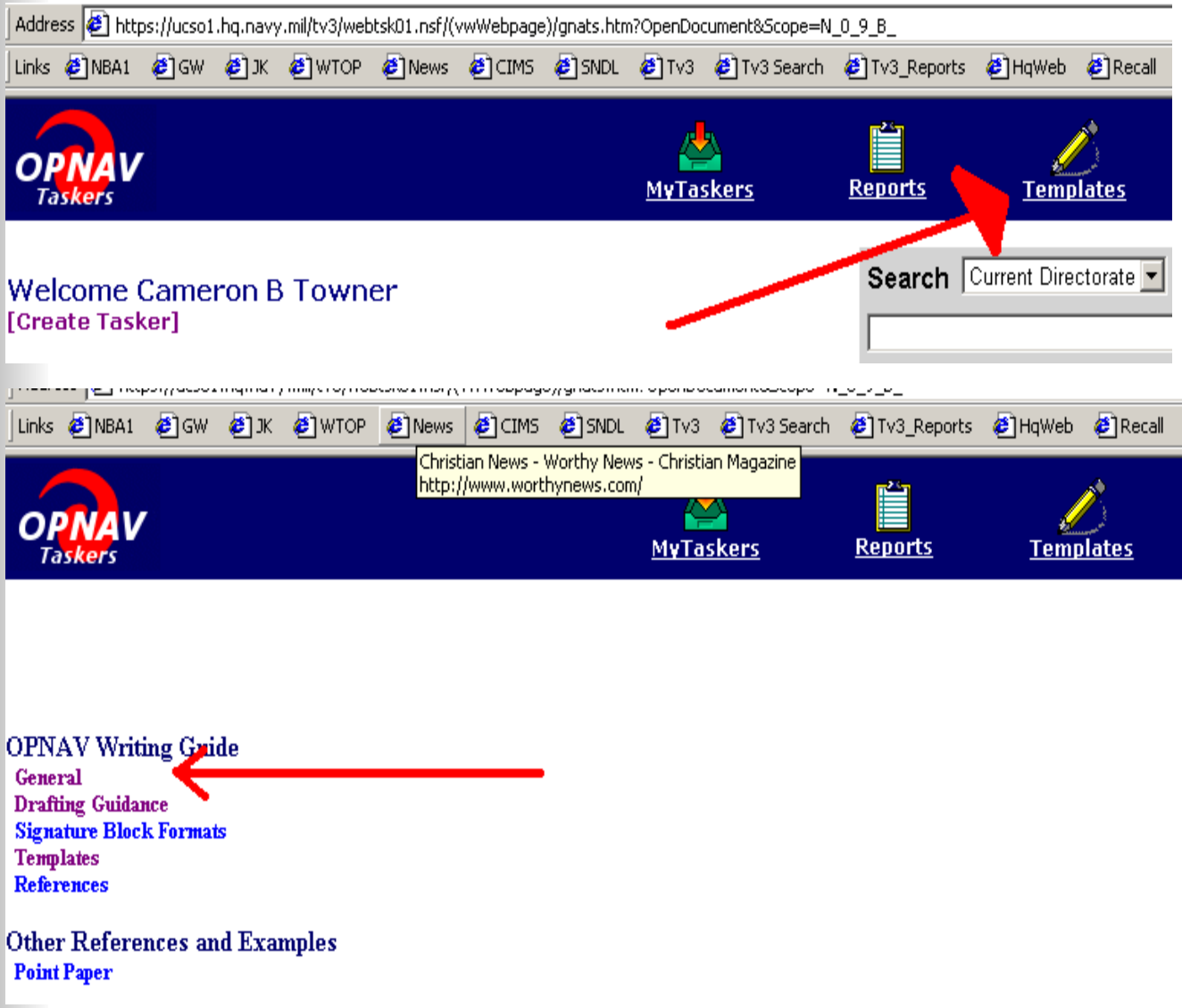
Tasker Considerations

- What is the purpose?
- What does the AO want to convey?
- Who will be the audience?
- Sensitive issues?
- What’s the outcome?
- Key points
- Supporting details
- Provide options/alternatives

Preparation - Tactics

- Timing (dual routing)
- Using “Copy provided” or “H/S” in chop (let your front office decide this)
- Advanced Copy
- Know who originated the tasker
- Use your secretariat (they know TV3/routing)
- Call and make contact with EDMO

OPNAV Writing Guide



OPNAV Writing Guide

OPNAV Writing Guide

General | Drafting | Signature | Templates | References

MEMORANDUM FOR DISTRIBUTION

Subj: OPNAV WRITING GUIDE (CHAPTER FOUR - LOCAL SUPPLEMENT TO SECNAVINST 5216.5 Series)

Ref:
(a) SECNAVINST 5216.5 Series, Navy Correspondence Manual
(b) OPNAVINST 5000.25 Series, Authority to Release NAVOPs, NAVADMINs and Routine Messages
(c) OPNAVINST 5216.10 Series, U.S. Navy Guidebook for Joint Actions
(d) OPNAVINST 5730.4 Series, Procedures for Handling Congressional Matters and Coordinating items of Legislation, Executive Orders, and Proclamations
(e) OPNAVINST 7130.7 Series, Review and Implementation of Congressional Actions on Authorization and Appropriation Acts Affecting DoD and Related Congressional Reports
(f) OPNAVINST 5218.1 Series, OPNAV Mail Handling Procedures

Encl: (1) OPNAV Writing Guide

1. Enclosure (1) contains revisions throughout and supersedes the previous edition. This revision standardizes format and dictates adherence to the styles prescribed for Secretary of Defense (SECDEF) correspondence wherever practical.

2. This Writing Guide is published to help action officers prepare correspondence correctly, thus avoiding time-consuming rewrites. Please bear in mind that this guide is a supplement to, and not a substitute for, the Navy Correspondence Manual (reference (a)). Preferential modifications are contained within this guide, however, if not specifically addressed herein, reference (a) remains the default authority for OPNAV correspondence. References (b) through (f) provide additional information on other subject areas.

J. P. OTTERY
CDR USN
Director, Executive Secretariat

TV3 Intro

Links | NBA1 | GW | JK | WTOP | News | CIMS | SNDL | Tv3 | Tv3 Search | Tv3_Reports | HqWeb | Recall | 1610 | 1650 | Airforce Bios

OPNAV Taskers

MyTaskers | Reports | Templates | Suc

Welcome Cameron B Towner

[Create Tasker]

Search: Current Directorate | From: Active | Search

Export to Excel: [My Inbox] [My Monitored]

My Inbox F.O. Due	Originator Due	(Taskers for which I am the Lead or the next to Chop) Subject	Type	Role	Originator
	6/1/04	(RD) ALEAH M. CRIDER WOULD LIKE TO ENLIST IN THE MARINE CORPS	Individual	Lead	CIV Sheryl Murph
	5/11/04	(RD) DEBRA TERRELL WOULD LIKE TO JOIN THE NAVY RESERVES	Individual	Chop	CIV Janet G Can
	5/19/04	(RD) DISCHARGE MY WIFE AS MENTALLY UNFIT	Individual	Lead	CIV Janet G Can
	6/1/04	(RD) JACKIE LAFFERTY WAS MENTALLY,	Individual	Lead	CIV Janet G Can

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OPNAV Taskers

MyTaskers Reports Templates

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DCN:2002UCTTA-002721f **Status:Complete**

Subject: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS

Type:	Congressional Report
Originator:	SASC
Tasking Authority:	CNO
(Entered By)	
OPNAV Approval Authority:	CNO
Front Office Due Date:	01/14/2003
Originator Due Date:	01/14/2003
Document Date:	
Received Date:	10/09/2002
Interim Date:	
External DCN:	2002U128006796 (113/230)
Key Words:	CONGRESS, DAYS, INCREASE, OPERATIONAL, REPORT, SHIPS
Member:	
Division:	
Committee:	
Case Worker:	
Action Office:	
SSIC:	
Serial #:	
(Response)	
	UnRestricted Tasker
Action Products:	

Tasker Package

2002U128006796 - REPORT TO CONGRESS - INITIATIVES TO INCREASE OPERATIONAL DAYS OF NAVY SHIPS .msg (24 KB)

Final Response

FINAL_SECNAV_Signed .pdf (338 KB)

Working Area (drafts, references)

Internet

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OPNAV Taskers

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Coordination Status
(manually updated)

N76 Front Office Other see discussion

Assignment and Status
21May03- CNO signed. Memo attached package fwd'd to SECNAV.
19May03- Rcv'd in CNO office fwd'd to COC.
19 May - signed by VCNO and h/c to CNO's office. LT Mallory

Discussion Thread (Amplification, Comments, Questions)

. . RE: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS - DNS2A YNCM(SW/AW) Cameron B Towner, 05/15/2003 02:33:46 PM

15MAY03: Captured "Assignment and Status" block: "23APR03-With CAPT Stencil. //s//JFL" /s/ C. B. TOWNER

. . RE: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS - DNS2A YNCM(SW/AW) Cameron B Towner, 05/15/2003 03:19:53 PM

15MAY03: Returned to N3N5 by VCNO's office for additional information. /s/ J. O. OTTERY

. . RE: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS - DNS2A YNCM(SW/AW) Cameron B Towner, 05/15/2003 03:44:54 PM

15MAY03: Returned to N3N5 by VCNO's office for additional information. /s/ J. O. OTTERY

. . RE: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS - N09Y1 YN1 Michelle Soares, 05/15/2003 04:28:25 PM

RECEIVED IN VCNO OFFICE AT 1700, TO VCNO FOR CHOP.

. . RE: REPORT TO CONGRESS: INITIATIVES TO INCREASE OPERATIONAL DAYS NAVY SHIPS - N09A3 LT Laura Mallory, 05/19/2003 12:29:46 PM

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Assignments and Chop Chain

Routing

Lead: N51 Front Office

Coordination: N4 Front Office

Information: DNS2 ... CDR John P Ottery

Chop Chain

Marked Complete by Mark E Decker - 05/22/2003

- CNO Front Office .
- VCNO Front Office *5/19/03 Laura Mallory*
- DNS Front Office *5/15/03 Cameron B Towner*
- N3N5AA ... CDR Richard W Martier *3/27/03 Chuancey L Marion*
- JACO Front Office *1/28/03 Chuancey L Marion*
- N51 Front Office *1/28/03 Chuancey L Marion*
- N512 Front Office *1/28/03 Chuancey L Marion*
- N4S ... LT Raymond R Roach *1/28/03 Chuancey L Marion*
- N512F ... CDR Joseph M Keenan *1/24/03 Joseph M Keenan*

Tasker History:

(5/22/03 5:35:33 AM) User Mark E Decker

Tasker marked complete

(5/22/03 5:33:32 AM) User Mark E Decker

Internet

Start Ado... Inbo... Pap... AO ... Micr... http... FW:... Add... untit... 11:19

TV3 “Rules” & Helpful Hints

- Timelines:
  - Congressional tasking – 10 working days
  - Individual Letters – 30 days
- Interim Letters:
  - Interim Letters should be done if tasking can not be accomplished in alloted time.
  - Interim Letters MUST be utilized if tasking from INDIVIDUAL letter.
  - Template available in OPNAV Writing Guide.

TV3 “Rules” & Helpful Hints

- Return tasker immediately if not under your “cog”.
  - Review tasker—if not under your area, return to EXEC SEC (via your secretariat) with “who’s” tasker it is and a name of who is willing to accept tasker.
  - If unable to provide POC, atleast provide reason why tasker does not fall under your program.
- Keep TV3 up-to-date.
  - Always annotate package whereabouts in Assignment and status block. Also, copy those comments into the discussion thread.

TV3 “Rules” & Helpful Hints

- Do not bypass your Secretariat.
  - Always keep your YNs or Admin folks apprised of package location.
  - EXEC Sec frequently calls the secretariats for status updates.
- Use your EDMO representatives
  - Each code has an EDMO Rep who can answer questions about your taskers.

TV3 Workload

- Historically 1,000 taskers are input into TV3 weekly.
- Approximately 1,000 taskers are closed out weekly.
- In order to minimize OVERDUE taskers, please assess your tasker and if necessary send an interim response with a more appropriate expected response date.

Impediments to Success

- Not answering the question
  - Who originated your tasker?
- Unorganized (left/right) attachments
  - OPNAV writing guide
- Not in TV3 – Secretariat to Secretariat
- Not the right coordination chops
  - (complete TAB D / summary of comments)
- Too much information provided
- No alternative choices (action memo's)

Impediments to Success

- Approval levels not correct
- Program history is wrong
- Who needs to chop/coordinated?
- Saying “NO” to easily (NO = CNO)
  - Provide alternatives
- Out of sight, out of mind
  - Follow through to the end
- Information or Action (Decision) Memo
- How long is a 1 page ESM?

Impediments to Success

- Instructions/BIG Documents
  - Provide summary of changes (RED and BLUE)
    - Word “track changes”
  - Provide chop/coordination comments
- Dual Signatory Documents
- Use of Acronyms

Remember . . .

- It’s your package to the end – follow through
- Follow up with EXEC SEC
- Call EDMO when in doubt

OPNAV Tasker Skills

EXEC SEC INDOC FOR AO's
POC CAPT Morales (703) 692-7675